

Meeting of the Lakewood Civil Service Commission
Held in Law Department's Conference Room
Municipal Building
12650 Detroit Avenue
April 12, 2018, 5:00 p.m.

Meeting called to order at 5:01 p.m.

- I. Present: Commissioners, Ken Kowalski, Maria Shinn and Lori Petti, secretary, Jeannine Petrus

Also present: Jen Mladek, Asst. Law Director, Jean Yousefi, HR Director, Chief Malley, Chief Gilman and FF Michael Tripodi

- II. Reading and disposal of the minutes from the regular meeting held on March 8, 2018.

Motion by Mr. Kowalski second by Mrs. Petti to approve the minutes from March 8, 2018 without the necessity of a reading.

Ayes: 3 Nays: 0

- III. Old Business - none

- IV. New Business

1. Request for an exception to the Fire Officer 1 requirement to sit of the Fire Captain exam.

Mr. Tripodi spoke on his behalf and restated the letter requesting the exemption. Chief Gilman explained that the reason he likes to have a certified list so the candidates on the list can be appointed in the Acting Fire Captain position. If there is no certified list, the acting Captain is appointed by seniority. At the labor management meeting held on March 9, 2018 it was agreed that the Fire Officer 1 requirement as stated in the Chief's request for the exam would stand and the exam could be posted. Mr. Tripodi explained to the commission that a year prior to his employment with the City of Lakewood, he obtained his Associates Degree in Fire Science and obtained both his Bachelor and Master's degree in Health Science and has attended a management class through Cuyahoga Community College. Mrs. Petti asked Chief Gilman if the education Mr. Tripodi had would cover the subjects of the FO1 certification. Chief Gilman indicated that it would exceed what would be covered in the FO1 class. Both Mrs. Petti and Mr. Kowalski indicated that they would be inclined to approve the exception with some caveats in the motion. Ms. Shinn indicated that she was not inclined to agree due to the vulnerability to the City of a contested exam. After more discussion, a motion was made.

Motion by Mrs. Petti second by Mr. Kowalski to approve the request for the exception of the Fire Officer 1 requirement for Mr. Tripodi to sit for the Fire Captain's Exam due to his education that exceeds the subjects covered in the Fire Officer 1 class. Further, Mr. Tripodi is not eligible for a promotion until he obtains the Fire Officer 1 certification.

This motion is made in accordance with the City of Lakewood Civil Service Rules and Regulations.

Ayes: 2 Nays: 1

2. Discussion regarding the RFP process and vendor selection.

Brief discussion regarding the process.

3. Review of RFP responses for Police Promotional Testing and recommendation.

The commission asked Chief Malley if there was a recommendation from him regarding a vendor after review of the proposals. Chief Malley indicated that he and all 3 administrative Captains reviewed the proposals and all were inclined to recommend OACP or Personnel Selection Services to conduct the promotional examinations. Chief Malley indicated that if possible he would like the written examination to be given by PSS and the assessment exercises by the OACP. It was indicated that a job task analysis should be performed and Chief Malley agreed since what the City currently uses has been updated but never completely reviewed during the time that he has been Chief. All three commissioners agreed that the proposals from OACP and PSS seemed to be the best responsive to the city's needs and budget that was approved by City Council. All seemed to agree that the proposal from PRADCO was more leadership based and would be good to use as a development tool and the proposal from RMA was good proposal but just too expensive for the budget that was targeted. The cost proposal from IPMA-HR would be far too costly to have them produce a customized exam based on outside material at \$58.00 per question. The commissioners then discussed the job task analysis and how having two different companies, each conducting their own, could affect the outcome of the job analysis. Most likely neither company would accept the other company's analysis due to their own validation process. In the end it was decided that only 1 company would be used for both components of the exam. Chief Malley indicated that the top proposal from their review was OACP.

Motion by Ken Kowalski second by Mrs. Petti to recommend the City enter into a contract with Ohio Association of Chiefs of Police (OACP) to administer the promotional examinations for the police department in accordance with Article 1 of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

4. Request to reclassify the position of Human Resource Associate to Human Resource Specialist.

Mrs. Yousefi reminded the commissioners that at the last meeting the amendments to the job description were approved. After discussion with the Mayor and his approval of the restructuring of the department, she is requesting this reclassification.

Motion by Mrs. Petti second by Ms. Shinn to approve the reclassification of Human Resource Associate to Human Resource Specialist and to reclassify Diana Cameli to the Human Resource Specialist without the necessity of examination in accordance with Article 2, Section 203 of the Civil Service rules and regulations.

Ayes: 3 Nays: 0

5. Request to conduct a non-competitive examination for the vacant position of Human Resource Specialist.

Motion by Mr. Kowalski second by Mrs. Petti to conduct a non-competitive examination to have a minimum score of 80% to be placed on the eligible list for the vacant position of Human Resource Specialist in accordance with Article 4 of the Civil Service Rules and Regulations.

Ayes: 3 Nays: 0

Motion by Ms. Shinn second by Mrs. Petti to adjourn the meeting.

Meeting adjourned at 5:59 p.m.

5/16/18
Date

K. J. Kowalski
President

Jannine Petrus
Secretary